

## Administrator Preparation/Certification Requirements

|                 | State Requirements?                                  | Who Sets Standards and Accredits Programs?   | Levels of Certification?   | Alternative Paths to Certification?  |
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| <b>Illinois</b> | Yes, specific to education, training and experience. | State Board of Education in consultation with the State Teacher Certification Board sets standards.<br><br>State Board of Education accredits programs.  | Administrative Certificate is divided into four areas of "endorsement for positions for which the certificate can be valid:<br>1. General Supervisory (supervisors, curriculum directors)<br>2. General Administrative (principal, vice principal, associate superintendent)<br>3. Chief School Business Official<br>4. Superintendent | For all endorsements with the exception of principal or assistant principal: MA; 5 years experience; pass basic skills and admin. content area exam; intensive coursework in education management, governance, organization and planning; full-time administrative position for one year; comprehensive assessment of performance assessment and recommendation for certification. |
| <b>Indiana</b>  | Yes, specific to education, training and experience. | State Professional Standards Board (specifically for Ed. licensing) write and approve standards. Currently have new draft standards based on the new NCATE standards for administrators.<br><br>State Professional Standards Board accredits jointly with NCATE. | Currently have 8 authorizations: Elementary, Secondary, Superintendent, General Supervisor and Curriculum Specialist, Director of Reading, Director of School Services Personnel, Director of Special Ed., Director of Vocational Ed.  | Not for Administrative Certification.<br><br>Proposed framework to be considered by State Professional Standards Board and implemented in July 2002 will offer only 2 authorizations: District Administrator and Building Level Administrator.   |

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| <b>Massachusetts</b> | Yes, specific to education, training and experience.  | <p>State Department of Education sets standards.</p> <p>State Department of Education accredits (no program approval required for induction phase, rely on districts to implement them).</p> | <p>There are 5 licenses for administrators:</p> <ol style="list-style-type: none"> <li>1. Superintendent (and Assistant)</li> <li>2. School Principal (and Assistant)</li> <li>3. Supervisor/Director</li> <li>4. Special Ed. Administrator</li> <li>5. School Business Administrator</li> </ol> <p>Each license has an Initial License and a Professional License. Generally the Professional License requires experience in the position, an induction program and recommendation based on completion of a performance assessment, or completion of an advances program of studies, or completion of a professional portfolio accepted by the Department.</p> <p>New regulations provide for experience and demonstration of competencies to satisfy licensure requirements as long as they satisfy the standards.</p> <p>Allows requirements for all licenses to be waived, with the exception of a passing score on the communication and literacy test (ELL test administered by NES), for candidates with significant managerial experience who meet the standards through both their experience and their formal education.</p> |
| <b>Michigan</b>      | Not for licensure. Only for on-going professional development for renewal (6 semester hours, or 18 hours of State Board Continuing Education. | <p>Local school districts set standards.</p> <p>No accreditation for administrator preparation necessary. Local districts may require certain coursework that could be accredited.</p>       | Local school districts determine all policies and procedures related to administrative certification.<br><br>Not applicable.   |

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| <b>South Carolina</b> | Yes, specific to education, training and experience. | State Department of Education, Division of Teacher Quality – Office of Teacher Certification (set to adopt new standards based on NCATE draft administrator standards) | 1. Administrator<br>2. Elementary Principal and Supervisor<br>3. Secondary School Principal and Supervisor<br>4. School Superintendent   | Administrator and Superintendent allow candidates to substitute a Master's Degree, addition coursework in administration, a qualifying score on an nationally recognized approved administrator examination (Praxis II) and work experience in the field for program of administrator or superintendent preparation. |
| <b>Maryland</b>       | Yes, specific to education, training and experience. | (Standards are called "Regulations" in MD)   | State Board of Education developed and approved the principal standards. The Professional Standards and Teacher Education Board developed and approved all other administrator standards. The State Board of Education can initiate and approve standards and can overrule the Professional Standards Board with a supermajority vote. | Every candidate for school principal must complete the Principal Assessment Center (they are reviewed and get diagnostic feedback that becomes part of their professional development program prior to appointment as a principal).  |

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|  | <p>certificate so that all will satisfy the same requirements for the first level of certification.</p> <p>State (Maryland Program Approval and Assessment Branch (similar to COA) and national accreditation (colleges and universities with an enrollment of 2000 FTE are required to become accredited by the National Council for Accreditation of Teacher Education (NCATE).</p> | <p>meet the state qualifying score on the School Leaders Licensure Assessment* (based on Interstate School Leaders Licensure Assessment Consortium (ISLLC) standards, which is Maryland's principal candidate assessment.</p> <p>*The School Leaders Licensure Assessment is required by Arkansas, District of Columbia, Kentucky, Maryland, Mississippi, Missouri, North Carolina, Pennsylvania, Tennessee, and Virginia as part of their licensure process for principals.</p> <p><b>Supervisors and Principals:</b></p> <p><b>Administrator I:</b> This certificate qualifies an individual to be assigned as a supervisor in instruction. The requirements are that the applicant shall have:</p> <ul style="list-style-type: none"> <li>• A master's degree from an accredited institution;</li> <li>• 27 months of satisfactory teaching performance or satisfactory performance as a specialist; and</li> <li>• complete one of the following:           <ol style="list-style-type: none"> <li>1. A MD Department of Education approved program in administration and supervision,</li> <li>2. An approved program in school administration having an on-site review as listed in the interstate contract approved programs,</li> <li>3. An approved administration program using State-approved standards or programs in school administration approved by other states for certification (as determined to be comparable), or</li> <li>4. 18 semester hours of graduate</li> </ol> </li> </ul> | <p>State Superintendent of Schools to waive any requirement based on an individual's experience. Staff indicated that this is mostly used for teacher certification, however it can be used for all levels of certification.</p> |
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|  | <p>course work taken at an accredited college/university at the post-baccalaureate level in administration and supervision (including a Practicum/internship or a collaboratively designed and supervised experience by the local school system and institution of higher education with verification of this experience submitted by the applicant).</p> <p><b>Administrator II:</b><br/>This certificate qualifies an individual to be assigned as a school principal (prior to initial appointment the applicant must complete the requirements for Administrator I and present evidence of a qualifying score as established by the State Board on a Department-approved principal certification assessment). To renew an Administrator II certificate (valid for 5 years), the local school system and each Administrator II shall develop an Individualized Professional Development Plan (IPDP) for each renewal period by the end of the third year of service as a principal, according to guidelines issued by the local superintendent of schools with the approval of the local school board.</p> | <p><b>Superintendents:</b><br/>The requirements for certification as a superintendent, deputy superintendent, associate superintendent, assistant superintendent or equivalent position are that the applicant shall:</p> |
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|                 |  | <p>1. Meet the requirements for certification in early childhood education, elementary education or a secondary education area;</p> <p>2. Have a master's degree from an accredited institution;</p> <p>3. Have 3 years of successful teaching experience and 2 years of administrative or supervisory experience; and</p> <p>4. Have successfully completed a 2-year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools. Graduate may be applied toward the requirements of this section, provided that a minimum of 60 semester hours of graduate work is presented.</p> | <p>Current flexibility is limited scope: The Commissioner of Education may authorize the issuance of a certificate as school district administrator (superintendent) to persons who do not meet the requirements, but whose experience are the substantial equivalent. This certificate is valid for service only in the district for which the exception was granted.</p> <p>New York is currently in the process of reviewing its requirements for administrative certification in their efforts to deal with the shortage of administrators. This review has focused on the following:</p> <ol style="list-style-type: none"> <li>1. What is being taught?</li> </ol> |
| <b>New York</b> | Yes, specific to education, training and experience. | <p>In New York, accreditation is known as "program registration". New 1999 standards include program registration by State Department of Education staff, modified to comply with New York teacher education program standards.</p> <p>Teacher education programs must also achieve national accreditation such as: TEAC, NCATE, or special Regents accreditation in coordination with the professional Teachers Board.</p>   | <p>Requirements and levels of certification are established by the Commissioner of Education in regulation.</p> <p>There are three levels of teaching certificates:</p> <ol style="list-style-type: none"> <li>1. Administrative and supervisory (school district administrator, and school administrator and supervisor, and school business administrator)</li> <li>2. Classroom teaching</li> <li>3. School service (counselors, psychologists)</li> </ol> <p>All administrative and supervisory certificates require a BA and specified levels of graduate education as well as</p>  |

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| <b>New York</b> |  | three years teaching or administrative experience in the K-12 setting. | <p>2. Who is teaching it?</p> <p>3. What is leadership about – common understanding?</p> <p>4. What do future leaders need to see this as a career path?</p> <p>5. Alternative career paths?</p> <p>6. Keep the certificate at two levels or make it one?</p> <p>The Center for School Leadership (leading revision efforts) plans to put out a paper in March 2002 to summarize their findings to date and then conduct further discussion and eventually take action:</p> <ol style="list-style-type: none"> <li>1. Presenting efforts to date at AASA in San Diego</li> <li>2. Statewide in the Summer 2002</li> <li>3. Create all new standards</li> </ol> <p>Likely assessment system to accompany new certification requirements.</p> |
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